



**TOWN OF PALMER LAKE  
BOARD OF TRUSTEES - AGENDA MEMO**

<b>DATE:</b> January 12, 2023	<b>ITEM NO.</b>	<b>SUBJECT:</b> Review Draft of the Revised Employee Handbook
<b>Presented by:</b> Town Administrator /Clerk		

**Background**

This is to distribute and review the draft of revisions to the Employee Handbook. The following list highlights sections amended. Additional edits are grammar and punctuation corrections.

- Sec 2.5 – number of required days to report injury
- Sec 3.3 – number of days absent
- Sec 3.7 – add rehire
- Add Sec 3.21 – inclement weather (office delay or closure)
- Sec 5.0 – modify eligibility of benefits to regular scheduled 35+ hours
- Sec 6.0 – modify eligibility of benefitted leave to regular scheduled 35+ hours
- Sec 6.3 – clarify process for hourly personnel working observed holiday
- Sec 7.2 – remove as all resignation treated same (nothing different for retirement)

All department supervisors have also received a copy to review the final draft for revision. A resolution to consider the revised handbook will be forthcoming.